

Code: 2989
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: Grants Research Specialist

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs grant writing and research activities relating to the identification of funding sources and the development of grant applications; and performs related duties as required.

ESSENTIAL DUTIES: Researches various sources as the Federal Register, the Internet and publications to identify and assess available grant opportunities provided through public and private agencies; prepares summaries and provides recommendations to management on available funding opportunities for new or existing programs and initiatives to support or enhance department operations; prepares grant applications and writes grant proposals including the development of program concepts, budgets and time lines for program implementation; reviews completed grant applications to ensure proposed programs are in compliance with grantor's funding requirements; monitors grant funded programs and works with program staff to monitor their implementation and to ensure compliance with funding source reporting requirements; evaluates program proposals submitted by agencies for funding and makes recommendations for the allocation of funds and the selection of agencies based on established criteria; attends various workshops and seminars to gather information on available grant opportunities.

RELATED DUTIES: Represents the department at public hearings and community meetings regarding grant funded programs and project initiatives.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration or a related field supplemented by one year of grants preparation, community outreach or project management experience.

Knowledge, Abilities and Skill. Good knowledge of governmental grant programs and departmental funding requirements. Good knowledge of business program writing. Good knowledge of grant writing and application development procedures. Good knowledge of grants research methods.

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CLASS TITLE: **Grants Research Specialist** (Cont'd)

Ability to develop and write grant proposals. Ability to interpret grant application guidelines and regulations. Ability to evaluate program proposals and recommend funding.

Skill in researching funding sources. Good analytical skills.
Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel
(Minimum Qualifications revised March, 2008)